



FSSA Test Script

Step 1: Parent Customer Verification

Step #	Step Description	Success Y/N - Comments
	Purpose: Verify Parent Customer	
	PRE-REQUISITES: None	
1.	Navigation: Customers > Customer Information > General Information	
2.	Click on the Find an Existing Value tab and enter the following: SetID: 00405 Customer ID: F93	
3.	Click the Search button	
4.	Expected Results: The General Info tab for F93 should appear.	
5.	Overall Test Result (Passed /Failed)	
6.	End of Procedure.	



Step 2: Child Customer Verification

Step #	Step Description	Success Y/N - Comments
	Purpose: Verify Child Customer	
	PRE-REQUISITES: None	
1.	Navigation: Customers > Customer Information > General Information	
2.	Click on the Find an Existing Value tab and enter the following: SetID: 00405 Customer ID: F93051	
3.	Click the Search button	
4.	Expected Results: The General Info tab for F93051 should appear.	
5.	Overall Test Result (Passed /Failed)	
6.	End of Procedure.	



Step 3: Create Parent Project

Step #	Step Description	Success Y/N - Comments
	Purpose: Create a new Parent Project	
	PRE-REQUISITES: None	
1.	Navigation: Project Costing > Project Definitions > General Information	
2.	Click on the Add a New Value tab and enter the following: Business Unit: 00498 Project: 498PAR_ALZINP08 Create: Blank Project	
3.	Click the Add button	
4.	Enter a Project Description IN Alzheimer's Innovation Prog	
5.	Enter/Select a value for the following fields: Integration: 00498 Project Status: F (Federal)	
6.	Click the Program checkbox	
7.	Enter dates in the Project Schedule frame Start Date: 09/30/2008 End Date: 03/31/2010	
8.	Enter additional Description and Long Description information as desired.	
9.	Click the Save button	
10.	Expected Results: Your project definition is saved without error.	
11.	Overall Test Result (Passed /Failed)	
12.	End of Procedure.	



Step 4: Create Customer Contract

Step #	Step Description	Success Y/N - Comments
	Purpose: Create a new Customer Contract	
	PRE-REQUISITES: None	
1.	Navigation: Customer Contracts > Create and Amend > General Information	
2.	Click on the Add a New Value tab and enter the following: Business Unit: 00498 Contract: 498PAR_ALZINP09 Sold To Customer: F93051 Contract Classification: Standard	
3.	Click the Search button	
4.	Click Other Information arrow to expand	
5.	Click the Add Award button	
6.	Enter a Description	
7.	Select a value for Contract Admin	
8.	Click the Save button	
9.	Click the arrow on the Other Information line	
10.	Enter Legal Entity: FSSA	
11.	Click the Save button	
12.	Click the arrow on the Summary of Amounts line	
13.	Enter Negotiated Amount Total Grant Amount: \$218,714.00	
14.	Click the Save button	
15.	Click Lines tab	
16.	Click Add Contract Lines	
17.	Enter the following: Product:: FSSA	
18.	Click the Search button	
19.	Click the first contract line putting a checkmark in the box.	
20.	Click the Add Contract Lines button	
21.	Choose a Billing Plan	

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22.	Click the Assign button	
23.	Click Revenue Plans	
24.	Choose a Revenue Plan	
25.	Click the Assign button	
26.	Click the General Information tab	
27.	Click Contract Terms	
28.	Enter/Select the following: PC Business Unit: 00498 Effective Date: 09/30/08 Status: Active Rate Selection: Rate Set Rate Set: DIREC	
29.	Click the Create Project button You should be taken to a new screen to add a new project.	
30.	Enter/Select the following: Business Unit: 00498 Project: 498ALZHINNOVF08 Create: Blank Project	
31.	Click the Add button	
32.	Enter a Project Description IN Alzheimer's Innovation Prog	
33.	Enter/Select a value for the following fields: Integration: 00498 Project Status: F (Federal)	
34.	Enter dates in the Project Schedule frame Start Date: 09/30/2008 End Date: 03/31/2010	
35.	Enter additional Description and Long Description information as desired.	
36.	Click the Save button	
37.	Click the Create Activity button	



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38.	Enter the following: Activity Name: Administration Activity: AAD001 Activity Name: Service Activity: AAS002 Activity Name: Overall Project Activity Activity: AAS002	
39.	Click the Apply button	
40.	Click the OK button	
41.	Click the Save button	
42.	Click the General Information hyperlink	
43.	Click Distribution hyperlink	
44.	Enter the following: Effective Date: 09/30/08 GL Unit: 00498 Distribution Code: UNBILLED	
45.	Enter all applicable chartfield values	
46.	Click the Save button	
47.	Click the Save button again	
48.	Click the General tab	
49.	Enter/Select the following: Contract Status: Active	
50.	Click the Save button	
51.	Expected Results: The Customer Contract for a new grant has been added and made active. The child project has been created and associated with the new Customer Contract.	
52.	Overall Test Result (Passed /Failed)	
53.	End of Procedure.	



Step 5: Create Grant Award Profile

Step #	Step Description	Success Y/N - Comments
	Purpose: Create a new Grant Award from a Customer Contract	
	PRE-REQUISITES: None	
1.	Navigation: Customer Contracts > Create and Amend > General Information	
2.	Click on the Find an Existing Value tab and enter the following: Business Unit: 00498 Contract: 498PAR_ALZINP09	
3.	Enter/Select the following: Reference Award Number: 90AI0009 Title: IN Alzheimer's Innovation Prog Award PI: (Select Employee) Co-PI: (Select Employee) Status: Accepted Award Type: Grant CFDA Number: 93.051 Start Date: 09/30/08 End Date: 03/31/10	
4.	Click the Save button	
5.	Click the Funding tab	
6.	Enter the following Information: Start Date: 09/30/08 End Date: 03/31/2010	
7.	Click the Save button	
8.	Expected Results: The Award Profile is created and associated with the Customer Contract just entered.	
9.	Overall Test Result (Passed /Failed)	
10.	End of Procedure.	



Step 6: Create Award Budget

Step #	Step Description	Success Y/N - Comments
	Purpose: Create a new Grant Award	
	PRE-REQUISITES: None	
1.	Navigation: Grants > Awards > Project Budgets	
2.	Enter/Select the following at the Find an Existing Value: Business Unit: 00498 Project: 498PAR_ALZINP09	
3.	Click the Search button Only one budget period should appear, because that is all that was entered when creating the Award Profile.	
4.	Enter/Select all applicable chartfield values at the General Ledger Detail tab	
5.	Enter the Amount as \$218,714.00	
6.	Enter/Select all applicable chartfield values at the Commitment Control Detail tab	
7.	Click the Finalize button	
8.	Click the Save button	
9.	Expected Results: The Customer Contract for a new grant has been added and made active.	
10.	Overall Test Result (Passed /Failed)	
11.	End of Procedure.	